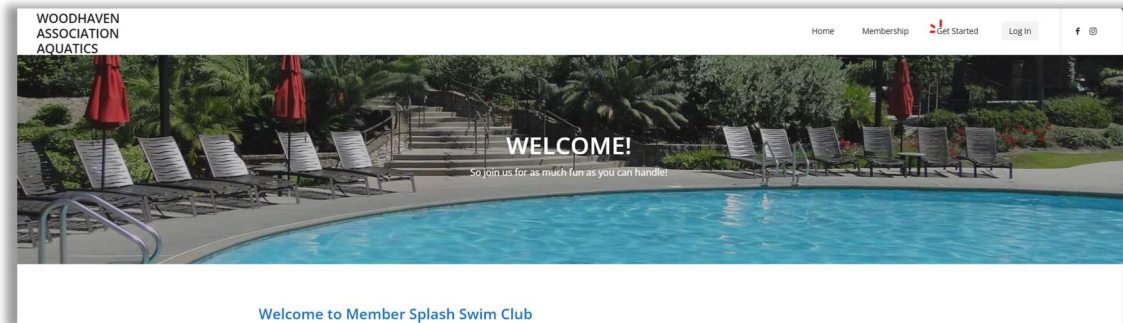


MemberSplash Aquatics Registration Guide

1. Navigate to <https://woodhavenaquatics.membersplash.com> and select “Get Started”.

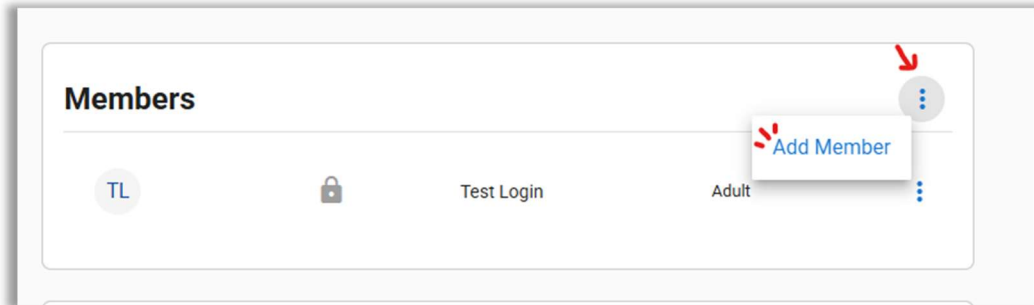


2. Here, you will see the Aquatics Registration form. **Make note** of the username and password you'll be creating in preparation for step 3 and fill out the required fields on the form shown and select “Submit”. Your account will be immediately ready to sign in using your username/email and password.

The screenshot displays the registration form for the Woodhaven Association Aquatics. The form is divided into several sections. The first section is "Primary Contact Name *", which includes a sub-instruction "Enter the name of the person who should be contacted regarding any questions with your application." and two input fields for "First" and "Last" names. The second section is "Address *", with a sub-instruction "Enter the address of the person who should be contacted regarding any questions with your application." and input fields for "Street Address", "City", "State" (a dropdown menu currently showing "Illinois"), and "ZIP Code". The third section is "Phone *", with a single input field. The fourth section is "Email *", with a single input field and a sub-instruction "Enter your email here. If you get an error saying that your email is already registered on this site, or on the network, please enter a different email." The fifth section is "ACCOUNT CREDENTIALS", which includes a "Username *" field with the instruction "This is what you will use to log into your account." and a "Password *" section with two input fields: "Enter Password" and "Confirm Password". The instruction for the password is "Select a password that you will use to access your account. You will be able to send a password reset link to the email address you entered above if necessary." Below the password fields is an "Order Token" field containing the alphanumeric string "ea5f7561-1311-47cd-9cc8-1572d8338bf4". At the bottom of the form is a blue "Submit" button, which is pointed to by a red arrow.

- Using the credentials you've created in step 2 in the "Account Credentials" section, navigate back to <https://woodhavenaquatics.membersplash.com> and select "Log In" to enter the newly created username/email and password.

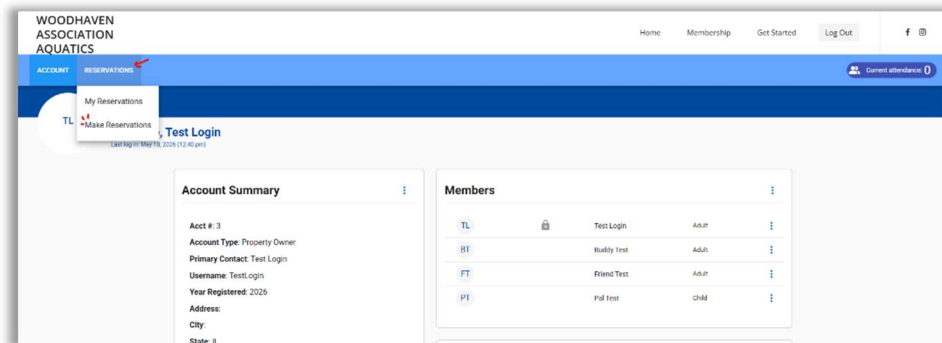
- Upon logging in, you will be on the "Account" page. We will first go into adding guests and family members to your account. In the "Members" section, select the top-most vertical ellipsis, and select "Add Member":



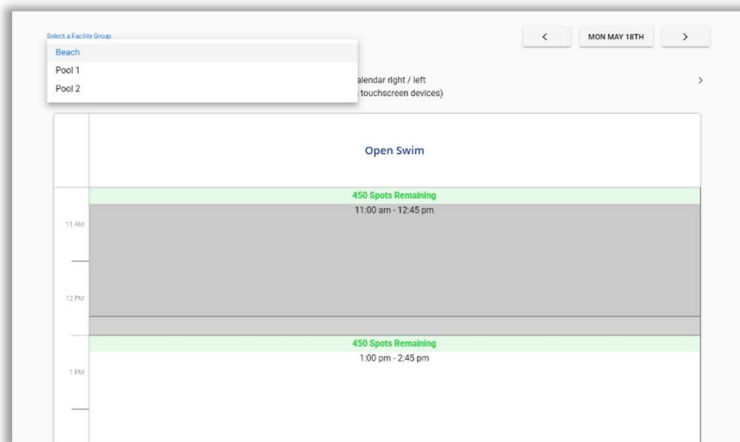
Fill in the First and Last Name fields, select a "Member Type" (the options are "Child" or "Adult"), select a "Gender", and click "Submit" at the bottom.

Your added guest or family member will now show up in the "Members" section.

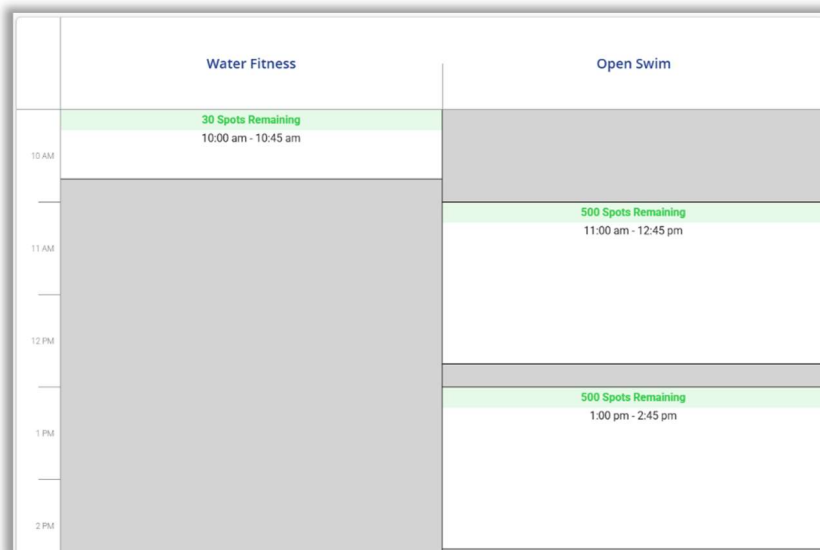
- When logged in to your account, hover over “Reservations” in the upper-left, and select “Make Reservations” from the dropdown:



At the top, you will see a dropdown that allows you to select the facilities Pool 1, Pool 2, and Beach:



After selecting the facility, you can now navigate to your desired date using the controls to the right of the facility selection field. Once you have made your date and facility selection, you will see the available timeslots for the available swim types for the day:



For this example we are going to register for the Water Fitness timeslot of “10:00 AM – 10:45 AM”. Select the field within that column:

Reserve a time for Water Fitness

Tuesday, May 19th

10:00 AM → 10:45 AM 45min Spots Left 30

Members

Add members to this reservation

Email notifications

Press enter after each email. Billing member email cannot be removed.

CANCEL BOOK IT

From the dropdown under “Members”, you can select yourself and your guests that will be attending that timeslot with you:

Reserve a time for Water Fitness

Tuesday, May 19th

10:00 AM → 10:45 AM 45min Spots Left 30

Members

- ☒ Test Login
- ☒ Friend Test
- ☐ Buddy Test
- ☒ Pal Test

CANCEL BOOK IT

Select “Book It” in the lower right and you will receive confirmation of your booking! To confirm that you have a reservation made, hover over “Reservations” in the top-left like at the beginning of step 5 and select “My Reservations”. This will show you the reservations you have made:

